

**PEACE CORPS  
OVERSEAS REQUEST FOR QUOTATION (RFQ) FOR  
CONSTRUCTION OF PEACE CORPS OFFICE ROOF UPGRADES**

Date: August 6<sup>th</sup>, 2020

Peace Corps intends to offer a firm-fixed price contract for the construction of Peace Corps office roof upgrades. Award of the contract is contingent upon availability of funds and receipt of all approvals.

Interested vendors should submit a quote for the services as described in this RFQ.

Written quotes (hand carried or e-mailed) are due to the following address by 12:00 Noon on **August 18<sup>th</sup>, 2019**. Quotes received after the closing date/time will not be accepted.

Name: Deolindo Da Costa Gusmao  
Address: Peace Corps Timor-Leste, Bairro Dos Grilhos, Dili  
Email: [dgusmao@peacecorps.gov](mailto:dgusmao@peacecorps.gov)

Any questions regarding the RFQ may be addressed to the same person in writing by August 11<sup>th</sup>, 2020. Peace Corps will publish answers to all questions received. No phone inquiries will be accepted.

A site visit is scheduled for August 12<sup>th</sup>, 2020 at 2 PM. To request participation in the site visit, call +670 77127868 not later than August 11<sup>th</sup>, 2020 by 5 PM.

**A. Price/Period of Performance:**

Period of performance: To begin within two weeks of the signing of the contract. Length of performance to be included in proposal.

All works shall be performed according to the agreed schedule by both the Contractor and Peace Corps Timor-Leste from Monday to Saturday at 8:00hrs to 17:00hrs.

If the Contractor desires to work outside of the regular hours, the Contractors shall submit a request to the Point of Contact three (3) days prior to the start of the work. Notice must be given three (3) days in advance to enable the POC to make necessary arrangement for access clearance. Changes in works hours will not be a cause for a price increase.

Quotes shall be a Firm Fixed-Price, and inclusive of any administrative or overhead costs.

## **B. Statement of Work/Specifications**

The following details must be applied to complete the construction within the timeframe stipulated under paragraph A.4.

1. Remove all the roof sheet on the main building ground floor
2. Any damage to the frames and ceiling found to be covered by the contractor
3. Clean up in the ceiling before placing new roof sheet
4. Install new corrugated sheet Australian standard class A or B.
5. Roof sheet must be long span
6. Removal and installation should be done in a gradual way wherein the section can be removed and replaced in one day, never leaving the worksite with no roof overnight
7. Installation of gutter and downpipe all the way around
8. Connect all the down pipes to the existing drainages
9. After roof installation, vendor must guarantee no water leaks. This will be observe during the following rainy season ends May 31<sup>st</sup>, 2021.
10. Vendor to responsible for any repair if water leaks during the following rainy season between project completion date until May 31<sup>st</sup>, 2021
11. Re-touch any paintwork that was damaged and re-paint wall where required.
12. Remove rubbish and clean area.

### **Important:**

- The Contractor shall ensure that proper techniques and procedures are followed and precautions are taken to prevent injury to person and damage to property.
- The Contractor shall assume full responsibility and liability for any injury to any person or damage to Government property caused by mishandling or negligence of the Contractor. The Contractor shall hold the U.S. Government and its representative harmless for and accidents or failure to comply with any applicable work, hauling, disposal, safety, health and other regulations on the part of the Contractor, their employees or subcontractors.

## **CLEAN-UP OF AREA**

The Contractor is to keep the site tidy and clean at all times during the works and after completion, the Contractor is to make the site clean from all debris and remaining maintenance and/or construction materials. Transportation of the above-mentioned materials and debris is to be made at the Contractor's expense. The Contractor is not to remove any equipment and/or materials from the site without the knowledge of the POC and the duty Security Guards.

The Contractor shall comply with the Government's cleaning and safety regulations – these are the same regulations employed by the US Embassy.

The Contractor shall not:

- Burn waste materials.
- Bury debris or excess materials.

- Allow volatile, harmful or dangerous materials to enter the drainage system.

## **SAFETY PRECAUTIONS**

The Contractor shall observe all safety precautions throughout the performance of this contract.

### **D. Location of Work**

Peace Corps Office Rua Nu'u Laran No. 12, Bairro dos Grilhos, Dili

### **E. Delivery Schedule**

Start of works: To begin within two weeks of the signing of the contract.

Completion of works: Within two months of the signing of the contract

Note: The start date will be contingent upon receiving all internal and external approvals.

POC Name: Erika Franz

Mailing Address: efranz@peacecorps.gov

Phone Number: +670 78514554

### **F. Acceptance Criteria**

Acceptance of all work under a completed contract will be done by the Peace Corps Contracting Officer or designee.

### **G. Contract Terms and Conditions**

As stated in the standard Peace Corps Firm Fixed Price Construction contract

### **H. Peace Corps Payment Schedule and Terms**

Supplier will receive payment approximately 3 – 4 weeks after acceptance and receipt of valid/accurate invoice. The payment will be made via Electronic Fund Transfer (EFT) to the bank account provided by the supplier.

### **I. Evaluation Factors:**

Quotes that are not responsive to this RFQ will not be evaluated by Peace Corps. All responsive quotes received by the due date/time will be evaluated in accordance with the factors specified below:

**Technical Evaluation** – The government will evaluate the technical proposal on the following factors.

- 1) Delivery Timeframe and Project Schedule (15 points)
- 2) Warranties offered (15 points)
- 3) Other Factors (15 points) e.g., the quality of materials offered; the size of construction team to be involved;
- 4) Previous Work/Past Performance References (15 points) – Those vendors who have completed similar projects with high customer satisfaction will be rated more highly.

### **Price Evaluation**

Price will be evaluated, but award may be made to other than the low priced quote. The award will be made to the total quote that offers the best value to Peace Corps in accordance with the above evaluation factors.

### **J. Instructions to Vendors:**

- a. Please read RFQ in its entirety including factors that will be considered in making award in Section I.
- b. Provide a detailed written quote by the due date stated in the Cover Letter of this RFQ. Written quotes may be hand delivered to the Peace Corps Timor-Leste Office, Rua Nu'u Laran No. 12, Bairro dos Grilhos, Dili or emailed to [dgusmao@peacecorps.gov](mailto:dgusmao@peacecorps.gov).
- c. The quote should include the following sections:
  - 1) Detailed Cost Estimate with total firm fixed price for both roof sheets Australian standard class A and B
  - 2) Proposed project schedule and planned completion dates. Specify the materials to be used, the size of the construction team to be involved, and any warranties offered within this section.
  - 3) Comprehensive Building design
- d. A list of past performance references for previously completed projects. For each reference provided, please provide the name of the project, the date completed, and a reference point-of-contact (name and contact information).
- e. The quote should be signed by someone authorized to legally bind the company/firm submitting the quote.
- f. The quoted terms and prices cannot be increased at a later time.

### **SUPPLIER AUTHORIZED REPRESENTATIVE**

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_